

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF FLORIDA**

ver. 2-13-04

**APPLICATION FOR ATTORNEY PASSWORD & LOGIN
FOR ELECTRONIC CASE FILING SYSTEM**

I, _____, swear or affirm that I am a member of the Bar in good standing of the United States District Court for the _____ District of _____ and am admitted to practice in the Northern District of Florida **OR** requesting a password in order to submit a Motion for Admission to Practice *Pro Hac Vice*. By submitting this application and receiving a password, I agree to adhere to the court's Standing Order and Administrative Procedures Authorizing Electronic Case Filing, and supplements and/or amendments thereto and the rules promulgated for the court's Electronic Case Filing (ECF) system.

I am providing the following information as a condition of receiving my login and password:

First/Middle/Last Name: _____

Bar ID Number: _____

Firm Name: _____

Mailing Address: _____

Telephone Number: _____
(include area code)

FAX Number: _____

Internet E-mail Address: _____

REQUIRED: I certify that I have completed at least ONE of the following:

☐ CM/ECF training seminar: Date: _____ Court/Location: _____

☐ Online training module.

☐ I am a certified ECF user in another U.S. Bankruptcy Court - Name of Court: _____

Type of login requested (select only one): ☐ **debtor** ☐ **creditor**

NOTE: If access is required for both debtor and creditor work or for limited access¹, please contact Kathy Conn at 850/435-8481 or kathy_conn@flnb.uscourts.gov for the appropriate application form.

I have read and understand the following rules:

1. I will employ the Electronic Case Filing System for cases filed in the United States Bankruptcy Court for the Northern District of Florida.

¹ Limited access is available for non-attorneys to file documents such as proofs of claim, notices of appearance, and reaffirmation agreements.

2. My office and I have an understanding of a windows-based word processing program, an internet based browser, and a program that allows for the viewing of PDF documents. We feel competent in creating or printing a document into a PDF format.
3. I will attempt to adhere to all hardware and software requirements promulgated by the Court for system use.
4. Each use of my password for filing documents will meet the requirements of FRBP 9011. I understand that the use of my password constitutes my signature on the document being submitted for all purposes authorized and required by law, including, without limitation, the United States Code, Federal Rules of Civil Procedure, Federal Rules of Bankruptcy Procedure, and the Federal Rules of Criminal Procedure.
5. I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password, and all documents bearing the original signature of any signer on whose behalf I file the documents using my password, for a period of four years after the case or proceeding in which the documents have been filed has been closed.
6. Inasmuch as the combination of my identification with my password constitutes my signature, I agree to protect and secure the confidentiality of my password. If I believe that my password may have been compromised, it is my responsibility to immediately notify the court in writing. It is also my responsibility to immediately inform the court of any long-term change in my firm affiliation, address, telephone, fax or e-mail address.
7. I understand that the issuance of a password to me constitutes a waiver of conventional service pursuant to FRBP 9036 and the court's electronic case filing general order. I agree to accept a Notice of Electronic Filing by hand, facsimile, first class mail or authorized e-mail in lieu of conventional service. In so doing, I also agree to maintain a current and active e-mail address to receive such notification.
8. Notwithstanding No. 6 above, in cases wherein service of documents filed electronically is required to be made on the United States and its agencies, corporations or officers, full compliance with rules 2002(j) and 7004(b)(4),(5)and(6) of the FRBP and Rule 4(I) and (j) of the FRCP is also required.
9. I understand that a credit card is to be used for the payment of fees when filing electronically and that a completed blanket credit card authorization form is to be provided to the court for such purposes.

Please send my password & login information: ☐ **via e-mail** ☐ **via U.S. Mail**

Date: _____

Attorney/Applicant Signature

Sworn to or affirmed before me this _____ day of _____, 20____.

State of _____
County of _____

Notary Public

Return completed applications to:
U. S. Bankruptcy Court
Attn: Kathy Conn
220 W. Garden St., Suite 700
Pensacola, FL 32502-5745